

UNITED STATES GOVERNMENT

# Memorandum

## CONFIDENTIAL

TO : Director of Training

DATE: 8 October 1965

FROM : Registrar, TR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report No. 31  
4 - 8 October 1965

### I. SIGNIFICANT ITEMS

None

### II. OTHERS

A. This has been a week of meetings on Management Science Training.

25X1

1. On 4 October [redacted] and I met with [redacted]

25X1

[redacted] of the Office of Computer Services concerning their requirements for external training. Their requirements for special IBM Training far exceeds IBM's capability to meet this need. Similiar requirements exist in other areas of the Agency and so it was agreed that we would determine the extent of the requirement throughout the Agency and then talk with the IBM representative on how best to meet this requirement. Hopefully, IBM will provide us with quotas sufficient to meet our immediate needs, or if this is not possible, to run a program specially for us. The equipment is being installed and people must be prepared to cope with it. We expect to have Agency estimated requirements for this special program by Monday.

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2. On 6 October I met with Messrs. [redacted]

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[redacted] of DDP/ [redacted] Program to discuss Systems Analysis and ADP training. In general they agree that we need an internal training program with emphasis on training the

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SUBJECT: Weekly Activities Report No. 31 (cont)

consumer (Management) and using external facilities for training the practitioner in Systems Analysis or ADP. This generally agrees with the ideas of "Joe Becker and Company" except in the matter of depth and degree. They, too, have the same problem of a shortage of spaces in the IBM courses and their requirements will be included in the discussion with IBM mentioned above. [ ] is going to give us a paper stating his views on ADP and Systems Training.

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3. On 7 October I met and talked with Bob [ ] Special Assistant/DDS. Bob agrees with the need for certain internal training (orientation and familiarization) at three management levels (senior, mid, and line supervisors) with technical training to be done by external facilities. He feels strongly that management must be educated to the concepts and philosophy of automation, et al, with an understanding of the machine's potential, of certain technical aspects such as programming and Systems Analysis and design among others. Bob, along with the others I have mentioned, believes it vital that management know precisely what we are doing in CIA, how we are handling our programs internally, and what we are aiming for.

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25X1

4. Following my meeting with [ ] I met and talked with [ ] Systems Analysis Staff, OCR (CHIVE).

Their interest appeared to be more in the field of external training and the various educational opportunities available. They do, however, subscribe to the desirability for internal "consumer" education. They were especially interested in the Management Sciences notebook which [ ] had pulled together. This is a compilation of all the material we have available on external training opportunities in the Management Sciences. A great deal of interest has already been shown in this volume and I believe we can develop this into an excellent device in support of training in the Management Sciences.

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SUBJECT: Weekly Activities Report No. 31 (cont)

25X1

B.   
were briefed on the organization of the Office of Training.

C. Senior Training Officers were reminded by me of the deadline for nominations for the National Interdepartmental Seminar. We presently have two nominations from the DDS and one from the DDP.

D.  was thoroughly briefed on 7 October on the status and developments of the DIA Project HELPFUL.

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B ~~/~~ E. It was reported to us that several students who enrolled in the ADP course conducted in the Off-Campus Program are withdrawing because it is too difficult for them.

25X1

Attachments: 2

SECRET

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Registrar Staff/ TR

DATE: 8 October 1965

FROM : Chief, AIB/RS/ TR

SUBJECT: Weekly Activities Report No. 31  
4 - 8 October 1965

## I. SIGNIFICANT ITEMS

None

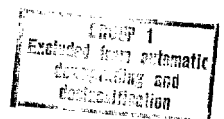
## II. OTHERS

A. The Intelligence Review Course, which is scheduled to begin 28 October, has only eleven registered. The enrollment will no doubt go up since [ ] was expected to take a hand in enlistments after the OTR Special Bulletin of announcement of the course was distributed in the Agency. Distribution was Tuesday, 5 October. 25X1

B. Because of the cancellation of the September CI Fam course, the 15 November course already has a registration of 22. We plan to delay any screening of eligible candidates until further word from [ ] C/HT/OS, as to the maximum total that can be accommodated in the course. 25X1

C. We now have official word from C/IS/OTR that the Conference Techniques Course of 25 October - 1 December will be converted to an Effective Speaking Course to be given for and at NPIC by [ ]. The January Effective Speaking is to become a Conference Techniques. Of the 4 registered for 25 October, 3 want to be re-scheduled for January. 25X1

D. As a result of the combination of the Communist Party Organization and Operations Course and the Anti-Communist Operations Course, not all of the 9 scheduled for CPO&O (scheduled to begin 11 October; now canceled) can be accommodated by the new combination. We have only four who are certain.



SUBJECT: Weekly Activities Report No. 31 (cont)

25X1

F. The Senior Management Seminar scheduled to begin next Sunday, 17 October has what is expected to be the final quota enrollment of 2-O/DCI, 10-DDI, 10-DDP, 10-DDS, and 5-DDS&T.

G. Additional information on training for businessmen was prepared for [ ] of DO Division. The information included executive development programs at Syracuse, Columbia, Pittsburgh, Penn State, and Cornell. 25X1

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I. Three new books on programmed learning are now on our Instructor's Reading Shelf. They are PROGRAMED LEARNING: A CRITICAL EVALUATION edited by John L. Hughes; PROGRAMED INSTRUCTION: A MANUAL OF PROGRAMING TECHNIQUES A Self-instructional Program by Dale M. Brethower; PROGRAMMED (sic) LEARNING IN PERSPECTIVE, A GUIDE TO PROGRAM WRITING by Thomas, Openshaw, Davies, and Bird. [ ] PPS, has been informed of the acquisitions. 25X1

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Attachment: Weekly Attendance

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